Service Request: SR82749
Name: PX Unit – Dues, Agency Fees, and Charity Fees

Objective
Establish gross-to-net (GTN) numbers for membership dues, assessments and standard initiation fees for members and fair share fees for non-members of the Postdoctoral Scholars (PX) Bargaining Unit.

Project Type
PPS Modification

Requested by
UCOP Labor Relations

Project Lead / Business Analyst
Shaun Ruiz, Payroll Coordination

Urgency
The changes requested are Date Mandated.

Implementation Deadline
Changes must be released to campuses no later than November 1, 2010. Deductions for dues, fees, and charities are effective with November earnings paid December 1, 2010.
Background:
The University of California recently came to an agreement allowing the Postdoctoral Researchers Organize/United Auto Workers (PRO/UAW) to represent Postdoctoral employees in various titles. The unit is currently associated with Collective Bargaining Unit Code PX.

Current Process:
None

Proposed Process:
Create new GTNs for the setup of dues, agency fees, and charity fees for the PX Unit. The descriptions and GTN deduction numbers are as follows (please see attached UPAY forms for detailed information):

475 PX AGNCY FEE
485 PX DUE
488 PX UAW-VCAP
489 INI FEE – PX
524 AMER CNCR SO
525 HABITAT
526 OXFAM

In addition, the Bargaining Unit Table, Benefits Rate Table, and Code Translation Table should be updated to contain the new PX GTNs.

Reporting
PX GTN numbers should be included in the Union Deduction File. In addition, these numbers should be added to the list of employee organization deductions reported on the CPS Interface – Employee File.

Voluntary Community Action Program (VCAP)
Modifications to the PPS should be made to accommodate UAW PX-VCAP deductions. The following criteria must be met to be eligible for VCAP participation:

- The Postdoctoral Scholar must be an active dues paying member for the VCAP deduction to occur (i.e., GTN 485 must be established on the employee’s record).
- The VCAP deduction must be in a flat dollar amount and shall be deducted from the Postdoctoral Scholar’s first paycheck of the month.
- This provision is for regular recurring payroll deductions and shall not be used for one-time deductions.
- The University will begin and/or discontinue the VCAP deductions upon written verification of the Postdoctoral Scholar’s deduction authorization from the UAW.

If an attempt is made to enroll a non-eligible employee up for this deduction, the system should reject the enrollment and issue the following message: “NO DUES DED; NOT ELIGIBLE FOR PAC”.
This edit should be called both online and in batch. Note that this message already exists on the System Messages Table.

In addition, if an employee de-enrolls from the PX Dues (GTN 485) deductions, the system should de-enroll the employee from the UAW PX-VCAP (GTN 488) deduction and issue the following implied maintenance message: “NO DUES DED; AUTO DE-ENROLLMENT OF PAC”. Note that this message already exists on the System Messages Table.
### Gross To Net Table

**PAYROLL/PERSONNEL**  
**GROSS-TO-NET TABLE**  
**UPAY545 (RS0563) R1487**

#### Prepared By: Shaun Ruiz  
**DATE: 9/15/10**

#### Authorized By:  
**DATE: 10/26/10**

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**BASE CODES**  
- A - Age  
- B - Benefit  
- C - Code  
- D - Deposit  
- E - Employ  
- F - Follow  
- G - Group  
- H - Hour  
- I - Income  
- J - Jones  
- K - Key  
- L - Limit  
- M - Max  
- N - Not  
- O - Other  
- P - Pay  
- Q - Quota  
- R - Rate  
- S - Salary  
- T - Tax  
- U - Union  
- V - Vendor  
- W - Wage  
- X - Year  
- Y - Youth  
- Z - Zone

**BENEFIT CODES**  
- A - Allowance  
- B - Benefit  
- C - Compensation  
- D - Coverage  
- E - Contributions  
- F - Deductions  
- G - Employment  
- H - Eligibility  
- I - Income  
- J - Jones  
- K - Key  
- L - Limit  
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- W - Wage  
- X - Year  
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**BENEFIT TYPES**  
- A - Allowance  
- B - Benefit  
- C - Compensation  
- D - Coverage  
- E - Contributions  
- F - Deductions  
- G - Employment  
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**C.B. BEHAVIOR CODES**  
- A - Allowance  
- B - Benefit  
- C - Compensation  
- D - Coverage  
- E - Contributions  
- F - Deductions  
- G - Employment  
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**C.B. ELIGIBILITY CODES**  
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- X - Year  
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- Z - Zone

**C.B. EFFECTIVE DATE**  
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- B - Benefit  
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- F - Deductions  
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**DEPARTMENTAL PAY ROLL CODES**  
- A - Allowance  
- B - Benefit  
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- D - Coverage  
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- F - Deductions  
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**GROUP CODES**  
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**TYPE CODES**  
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- B - Benefit  
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- X - Year  
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- Z - Zone

**USAGE CODES**  
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- B - Benefit  
- C - Compensation  
- D - Coverage  
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- F - Deductions  
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- X - Year  
- Y - Youth  
- Z - Zone

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UC Office of the President
Payroll Coordination
SRB2749
Page 5 of 14
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### Gross To Net Table

**UPAY545 (R05003) R1487**

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**Base Codes**
- A: Payroll
- B: Benefits
- C: Other

**Benefit Codes**
- D: Domestic Partner
- E: Domestic Spouse
- F: Domestic Employee

**Benefit Types**
- G: Healthcare
- H: Dental
- I: Vision

**Benefit Eligibility**
- J: Employment
- K: Reduction

**Effective Date**
- L: Start Date
- M: End Date

### Additional Information
- UC Office of the President
- Payroll Coordination
- SR82749
- Page 6 of 14
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**BALANCE CODES**
- G: Gross Pay
- T: Taxes
- S: Social Security
- D: Medicare
- W: Workers' Compensation
- E: Employer
- P: Payroll
- I: Insurance
- A: Accrual

**BASE CODES**
- 1: Full-time
- 2: Part-time
- 3: Contract
- 4: Temporary
- 5: Extraordinary
- 6: Official Travel

**BENEFIT CODES**
- A: Airline Travel
- B: Basic
- C: Child Care
- D: Disability
- E: Dental
- F: Life Insurance
- G: Long-Term Disability
- H: Medical
- I: Parking
- J: Pensions
- K: Retirement
- L: Social Security
- M: Vacation
- N: Workers' Compensation

**BENEFIT TYPES**
- 1: After-tax
- 2: Before-tax

**C.B. BEHAVIOR CODES**
- 1: Automatic subtraction
- 2: Manual subtraction

**C.B. ELIGIBILITY**
- A: Active employee
- B: Retired employee
- C: Deceased employee
- D: Dependents
- E: Survivors

**DEPARTMENTAL PAYROLL INDICATOR**
- Y: Display Payer Name
- D: Display Payer ID
- Z: Display Payroll Number

*PAYROLL/PERSOONEL GROSS-TO-NET TABLE*

*Prepared By:*

*Authorized By:*

*Date:*

*Payroll Number:* 9261

*Payroll Number:* 9262
### BENEFITS RATES TABLE
#### GROSS-TO-NET RATES/AMOUNTS

**FORMAT 001 & 002 & 003**

**UPAY712 (R12/06) R1744**

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*Note: A percentage should be entered with the integers prior to the implied decimal; for example, 15% should be entered as 00015.0000.*

---

**PREPARED BY:**

[Signature]

**DATE:**

11/9/10

**APPROVED BY:**

[Signature]

**DATE:**

11/9/10
### Benefits Rates Table

**Gross-to-Net Rates/Amounts**

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A percentage should be entered with the integers prior to the implied decimal; for example, 15% should be entered as 0015.0000.

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**Prepared by:**
Shawn Rui  
**Date:** 11/09/16  
**Approved by:**  
**Date:** 11/23/16
## Benefits Rates Table

### Gross-To-Net Rates/Amounts

**Format:** 001 & 002 & 003  
**UPAY712 (R12/06) R1744**

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A percentage should be entered with the integer prior to the implied decimal, for example, 15% should be entered as 0015.0000.

---

**Prepared by:**
**Date:** 11/09/15  
**Approved by:**  
**Date:**

---

UC Office of the President  
Payroll Coordination  
SR82749  
Page 10 of 14
### BARGAINING UNIT TABLE

**UPAY565E (R0009) R1622**

**AGENCY FEE INFORMATION**

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<th>BUC</th>
<th>RCP</th>
<th>SHC</th>
<th>UDC</th>
<th>UDEE GTN</th>
<th>AGENCY GTN</th>
<th>AGENCY FEE</th>
<th>G'TN</th>
<th>&quot;G&quot; BALANCE</th>
<th>CHART GTN 1</th>
<th>CHART GTN 2</th>
<th>CHART GTN 3</th>
<th>LINK (MULTI-UNIT)</th>
<th>UDEE BASE</th>
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**UDOE Base and Agency Fee Base**

- **Blank** - Non-CAL C’15” GTN’s
- **AA** - All Units; All Earnings Dates
- **AC** - All Units; Current Month Only
- **UA** - Unit Earnings Only; All Earnings Dates
- **UC** - Unit Earnings Only; Current Month Only

**Per-Item Charge**

- **A** - Agency Fee / Charity Only
- **D** - Dues Only
- **B** - Both Dues and Agency Fee / Charity
- **N** - No Per-Item Charge

---

**PREPARED BY:**

[Signature]

**DATE:** 7/15/16

**APPROVED BY:**

[Signature]

**DATE:** 10/26/16

---

**UC Office of the President**

Payroll Coordination

SR82749

Page 11 of 14
## Bargaining Unit Table

### A/C ID Table

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### PREPARED BY:

Shawn Rui

### DATE

9/15/10

### APPROVED BY


### LINE

10/26/10
## PAYROLL/PERSOONNEL

### CODE TRANSLATION TABLE

**UPAY814 (R11/03) R1534**

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<td>CTL</td>
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PREPARED BY: [Signature]  
DATE: 10/23/10

APPROVED BY: [Signature]  
DATE: 12/29/10

---

UCO Payroll Coordination  
SR82749  
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UC HR/BENEFITS - INFORMATION SYSTEMS SUPPORT
SERVICE REQUEST
UIRC 160188 (R/01/00)

DATE: 09/09/09
DATE/CYCLE QTY: 11/01/10
ESTIMATE REQUIRED: □ YES □ NO

PERSON AUTHORIZING REQUEST
Mike O'Neill
DEPARTMENT: NO Recharge
REQUESTOR: Shaun Ruiz

SPECIALIZED / SYSTEM MODIFICATION / (Description of Request)
PX Unit Dues/Fees/Charities

UCOP Labor Relations has requested that the membership dues, assessments and standard initiation fees for members and fair share service fees for non-members be established for the Postdoctoral Scholars (PX) bargaining unit.